

STEP 1 – Request For An Order Requiring The Indiana Bureau Of Motor Vehicles To Issue A Title

Complete the two (2) page Request form. Make sure to print legibly.

**Filing fee will be \$157.00.

Payment will be expected at time of filing. We accept cash, cashier check, money order and credit card with a convenience fee added. We **WILL NOT** accept a personal check.

IN THE Franklin SUPERIOR COURT
STATE OF INDIANA

IN RE: THE MATTER OF)
A VEHICLE TITLE REQUEST) CASE NO. _____
FOR _____)
Year Make)
_____)
Model)

**VERIFIED REQUEST FOR AN ORDER REQUIRING THE
INDIANA BUREAU OF MOTOR VEHICLES TO ISSUE A TITLE**

The petitioner requests that the Court issue an order to the Indiana Bureau of Motor Vehicles to issue a certificate of title for the following vehicle and in support of said request states as follows:

1. Petitioner's Information:

Petitioner's full name: _____

Petitioner's address: _____

County of Residence: _____

Indiana Driver License Number: _____

2. Vehicle Description:

Year of Vehicle: _____

Make of Vehicle: _____

Model of Vehicle: _____

VIN Number: _____

Estimated Value: _____

Present Location of Vehicle: _____

3. Previous Owner (Seller of Vehicle) Information:

Name: _____

Address: _____

4. Describe the circumstances how you acquired or came into possession of the vehicle:

5. Describe the efforts you made to obtain a title and why you cannot obtain a title for the vehicle:_____

6. I am the owner of the above-described vehicle.

7. There are no liens against the above-described vehicle.

8. I will obtain a **Title Inquiry from the Indiana Bureau of Motor Vehicles** and file it with the Court, and I understand that the Court will take no action on this petition until the Title Inquiry is filed.

9. I will file the following documents with the Court at the same time that I file the Title Inquiry:

a. **Bill of Sale or other document showing ownership** and

b. **Affidavit of Police Officer Physical Inspection.**

I AFFIRM UNDER THE PENALTIES FOR PERJURY THAT THE FOREGOING REPRESENTATIONS ARE TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

Dated:_____

Signature:_____

Printed:_____

Email Address:_____

STEP 2 – Instructions for State Forms

REQUEST FOR CERTIFIED RECORDS – Form #53789

Fill out State Form 53789 completely. Make sure to sign and date, check the affirmation and record the case/cause number at the bottom of page two (2).

You will need to mail in \$4.00 and this form to:

Indiana Bureau of Motor Vehicles
Attn.: Records Request
100 N. Senate Ave., Rm N412
Indianapolis, IN 46204

You will receive back your report in approximately in 2 to 4 weeks.
Depending on the results of this report, there may be an additional process.
The Clerk's office will notify you of this. You will need to submit this
report to the Franklin County Clerk at the time of filing for Step three (3)

PHYSICAL INSPECTION OF A VEHICLE – Form #39530

You will need to contact your local law enforcement agency to schedule an appointment to have the vehicle inspected. The officer will need to complete this form.

You will need to submit this report to the Franklin County Clerk at the time of filing for Step three (3).



REQUEST FOR CERTIFIED RECORDS

State Form 53789 (R12 / 9-16)
Approved by State Board of Accounts,
2017 Bureau of Motor Vehicles

BUREAU OF MOTOR VEHICLES

Attn: Records Request
100 N. Senate Ave., Rm N412
Indianapolis, IN 46204

INSTRUCTIONS:

1. Complete in blue or black ink or type.
2. Complete all five (5) steps when requesting records. If any of the steps are not completed, the request will be returned.
STEP 1 - Complete applicable information.
STEP 2 - Complete as many identifiers as possible.
STEP 3 - Check **ONE** box unless requesting a juvenile history. Attach one form for each record requested.
STEP 4 - Indicate which exception authorizes you to receive protected information, as well as your intended use.
STEP 5 - Calculate the total payment amount, sign and date the form.
3. Include payment with completed form, by money order, cashier's check, or business check. Individuals who have an INDIANA BMV record may write a personal check payable to the Bureau of Motor Vehicles.
4. Mail the completed form to the address indicated above.
5. Please allow two (2) to four (4) weeks to process this request.

The Indiana Bureau of Motor Vehicles (BMV) maintains driver, vehicle and other records available to the public unless protected by statute. Ind. Code § 5-14-3-1 et. seq. Certain information contained in a BMV record may not be disclosed except as authorized by Ind. Code. Recipients of BMV records containing personal or highly restricted personal information must follow state and federal privacy laws regarding document usage, distribution, and retention. Juvenile records cannot be disclosed unless a person is requesting his or her own records, or the records are requested by the minor's parent, legal guardian or financially responsible party. Many BMV public records are immediately available through subscription at IN.gov. Individuals can access their own driver and vehicle records online at myBMV.com.

STEP 1: Complete your information.

Name of Person or Business (first name, middle name, last name)		Telephone Number	E-mail Address
Mailing Address (number and street, city, state and ZIP code)			
Last 4 Digits of Social Security Number XXX-XX-_____	Last 4 Digits of I-94 Admission # if applicable XXXXXXX_____	Federal Identification Number of Business (Used for security purposes only.) _____	

STEP 2: Complete the information you are requesting. (Please include as many identifiers as possible.)

Name of Driver (first name, middle name, last name)		Driver's License Number, if known	
Last 4 Digits of Driver's Social Security Number, if known xxx-xx-_____	Last 4 Digits of Record of Admission number (I-94), if applicable xxxxxxx_____	Driver's Date of Birth (mm/dd/yyyy), if known.	
Last Known Indiana Mailing Address (number and street, city, state and ZIP code)			
Vehicle/Watercraft Year	Vehicle/Watercraft Make	Vehicle/Watercraft Model	Title Number
Vehicle/Watercraft Identification Number			
Name of Registrant (first name, middle name, last name)		Vehicle Plate or Watercraft Registration Number	
Registrant's Last Known Indiana Mailing Address (number and street, city, state and ZIP code)			

STEP 3: Check the type of record you are requesting.

- ☐ Certified Driver Record (\$4.00 fee)
- ☐ Certified Driver History (\$8.00 fee) (includes document copies of court order, conviction, citation, application, etc.)
Documents requested: _____
- ☐ Proof of Insurance (Specify vehicle make and date of accident.) _____
- ☒ Certified Vehicle/Watercraft Title Inquiry (\$4.00 fee) - Information regarding **CURRENT** owner including any liens, year, make, model, and VIN/HIN, odometer reading and vehicle/watercraft purchase date.
- ☐ Certified Vehicle/Watercraft Title History (\$8.00 fee) - Information regarding **ALL** previous Indiana vehicle owners for the past ten (10) years, or the previous five (5) years if no changes were made to the title during that five (5) year period. ☐
- ☐ Certified Vehicle/Watercraft Registration Inquiry (\$4.00 fee) - Information regarding **CURRENT** registrant, county and township of registration, registration fees and taxes paid, purchase date, year, make, model, VIN/HIN, insurance information, type, color and plate or watercraft registration number or license type with expiration date.
- ☐ Certified Vehicle/Watercraft Registration History (\$4.00 fee) - Information regarding a **PREVIOUS REGISTRATION** within the last four (4) years.

STEP 4: I am requesting records containing personal information for the intended use listed in the statutory exception below:

☐ I am requesting my personal information. (Include a copy of your photo identification.)

☐ I am a legal guardian or have power of attorney for the person whose record is requested. (Authorizing guardianship or power-of-attorney documents and photo identification must be submitted with this form.)

☐ I am a law enforcement officer requesting: ☐ records or ☐ a photograph for an investigation (Ind. Code § 9-14-13-2).

Badge number: _____ Law enforcement agency: _____

Name and title of the agency's chief officer (e.g. John Smith, Sheriff) _____

☐ I am requesting for use by a government agency in carrying out its functions (Ind. Code § 9-14-13-7(1)).

Government entity: _____ Government function(s): _____

☐ Matters concerning vehicle safety, emissions, recalls, performance, dealers, parts, market research, manufacturer record owner amendment, or fuel theft (Ind. Code § 9-14-13-6 or §9-14-13-7(2)).

☐ In the normal course of business to verify information received (Ind. Code § 9-13-14-7(3)).

☒ Pending litigation: civil, criminal, administrative, or arbitration proceeding (Ind. Code § 9-14-13-7(4)).

☐ Research activities (Ind. Code § 9-14-13-7(5)).

☐ Insurance claims investigations or underwriting (Ind. Code § 9-14-13-7(6)).

☐ Notice to owners of towed or impounded vehicles (Ind. Code § 9-14-13-7(7)).

☐ Licensed private investigative agency or security service (Ind. Code § 9-14-13-7(8)).

☐ Employer or its agent to verify commercial driver's license information (Ind. Code § 9-14-13-7(9)).

☐ Private Toll Operation (Ind. Code § 9-14-13-7(10)).

☐ The BMV has obtained written consent of the subject and the information can be used for any purpose under Ind. Code § 9-14-13-7(11).

☐ Surveys, marketing or solicitations and the BMV has obtained written consent of the subject (Ind. Code § 9-14-13-7(12)).

☐ The person whose information I am seeking to use under Ind. Code § 9-14-13-7-(13) and -8 provides written consent below.

_____ I consent to the release of my restricted information (defined above) to the requestor. (to be signed by record owner)

PRINTED NAME: _____ SIGNATURE: _____

STEP 5: Calculate the amount owed, sign and date form

Total amount owed: _____ \$4.00

☒ I swear and affirm under the penalties for perjury the information on this form is true and accurate. I will limit disclosure of all information received to the permissible use authorized by the Ind. Code selected above and the Driver Privacy Protection Act (18 USC § 2721).

Printed name

Date (mm/dd/yyyy)

Signature:

BMV USE ONLY: Records provided by (name) _____ on (mm/dd/yyyy) _____



PHYSICAL INSPECTION OF A VEHICLE OR WATERCRAFT

State Form 39530 (R5 / 12-11)

Approved by State Board of Accounts, 2011

INDIANA BUREAU OF MOTOR VEHICLES

- INSTRUCTIONS:**
1. Approved inspector must complete information in blue or black ink or print form.
 2. The vehicle identification number (VIN) or hull identification number (HIN) must be inspected to verify the existence and condition of the number. An ownership document is not required to be submitted for inspection.
 3. Inspections may be performed by an employee of a dealer designated by the Indiana Secretary of State, a military policeman assigned to a military post in Indiana, a police officer, or a designated employee of a BMV full or partial service license branch.
 4. Police officers completing this form may not charge a fee of more than \$5.00 for vehicles. No fee may be collected for watercraft inspections. Authorized Indiana dealers and BMV full or partial service license branches may not assess a fee.
 5. Dealers may not perform watercraft inspections.

OWNER INFORMATION

Name (last, first, middle initial or company name)		
Address (number and street)		
City	State	ZIP Code

VEHICLE OR WATERCRAFT INFORMATION

Identification Number												NONE (select if no identification number found)											
Year	Make	Model	Type	Plate Number / State								Watercraft Registration Number, if applicable											

For assembled vehicles or watercraft include serial numbers for major component parts if present:

Engine / Motor	Transmission
Body Chassis	Front Assembly
Rear Clip	Frame
Other (specify):	

***IDACS / NCIC Check (required if form is completed by a police officer)**

Date Check Performed (mm/dd/yyyy)	Comments

I swear or affirm that the information I have entered on this form is correct. I understand making a false statement may constitute the crime of perjury.

Signature of Inspector	Printed Name	Title	Date (mm/dd/yyyy)
Badge / Branch / Dealer Number	Police Department / Branch / Dealership	City	ZIP Code
Telephone Number ()	Email Address		

STEP 3 – Notice To Court That I Have Obtained Necessary Documents and Motion For Court To Enter Order

Complete this one (1) page form. You must have the following with this form to file it with the Franklin County Clerk:

1. Bill of Sale or other document showing ownership,
2. Physical Inspection of Vehicle or Watercraft form filled out by law enforcement, and
3. Title inquiry paperwork received from Indiana Bureau of Motor Vehicles.

IN THE Franklin SUPERIOR COURT
STATE OF INDIANA

IN RE: THE MATTER OF)
A VEHICLE TITLE REQUEST) CASE NO. _____
FOR _____)
Year Make)
_____)
Model)

NOTICE TO COURT THAT I HAVE OBTAINED NECESSARY DOCUMENTS
AND MOTION FOR COURT TO ENTER ORDER

The petitioner notifies the Court that s/he has obtained a Title Inquiry from the Indiana Bureau of Motor Vehicles and other necessary documents. Attached to this notice are the following document(s):

1. Title Inquiry from the Indiana Bureau of Motor Vehicles.
2. Bill of Sale or other document showing ownership, and
3. Affidavit of Police Officer Physical Inspection.

The petitioner requests that the Court issue an order to the Indiana Bureau of Motor Vehicles to issue a certificate of title for the motor vehicle.

SO ORDERED THIS _____ day of _____, 20____.

Recommended: _____

Approved: _____

CLAY M KELLERMAN, JUDGE
FRANKLIN CIRCUIT COURT DIVISION II

Distribution: Petitioner

Step 5 – Mailing Completed Forms To Indiana Bureau Of Motor Vehicles

Per the BMV:

Court ordered Title Applications/Orders will not be accepted at ANY LOCAL BMV OFFICES. All new title applications must be sent to the BMV CENTRAL OFFICE.

Follow the COURT ORDER TITLE CHECKLIST to properly submit your title request to the Central Office Title Processing. Prior to submitting each application, please verify that all required information is included. Contact the BMV at (888) 692-6841 with any questions.

Mail the completed packet to:

Indiana Bureau of Motor Vehicles
Central Office Title Processing
100 North Senate Ave., Room
N411 Indianapolis, IN 46204

You must include the checklist with your application.



STATE OF INDIANA

Eric J. Holcomb, Governor

Peter L. Lacy, Commissioner

COURT ORDER Title Application Checklist

If you are unable to establish ownership through any one of the available BMV title application processes, you must obtain a court order. Once you have received the court order, you may apply for a certificate of title through the BMV.

Applications for a certificate of title for a vehicle or watercraft using the court order process are processed by the BMV Central Office. Prior to submitting each application, verify that all required information is included. Contact (888) 692-6841 with any questions.

When submitting paperwork, include the following:

Application for Certificate of Title for a Vehicle – State Form 205 or Application for a Certificate of Watercraft Title – State Form 38529

Court Order. The order must establish ownership, provide a description of the vehicle (year, make, VIN), direct the BMV to issue a certificate of title to the owner, and contain the signature of the judge and court seal or stamp. The order must be error free. Erasures or altered orders will not be accepted.

Physical Inspection of a Vehicle or Watercraft – State Form 39530 completed by law enforcement or an employee of a BMV license branch. If the VIN/HIN on the inspection does not match the VIN/HIN on the court order, a corrected court order will be required before the transaction can be processed.

Odometer Disclosure Statement – State Form 43230. May be completed by the court appointed owner. All trailers and motor vehicles weighing over 16,000 pounds are exempt.

Mobile Home Permit – State Form 7878 (if a manufactured home). Must be completed by the County Treasurer.

One proof of address. A driver's license or identification card may be accepted as proof if the address on the credential is correct. If the address is not correct, any document from the approved BMV documentation list that is dated within the last 60 days may be used as proof. To view the approved documentation list, click on the link provided or visit myBMV.com

Submit payment for the following vehicle or watercraft (as applicable) title application fees and taxes. Payable by MasterCard or Visa, check, electronic check, or money order.

\$15 vehicle title application fee.

\$30 additional administrative penalty will be assessed if the title application packet is not received within 45 days after the file stamp date on the court order.

\$25 speed title fee. This optional fee is in addition to the \$15 title application fee. Paying the optional speed title fee ensures that the title is processed in a period of time that is substantially shorter than the normal processing period.

If vehicle or watercraft is transferring ownership, include 7% sales tax of the dollar amount listed in the court order or on the bill of sale/purchase agreement. If exempt from sales tax, include an ST108E – Certificate of Gross Retail Use Tax or Exemption – State Form 48841. If no information is available to determine the purchase price, and a bill of sale is not attached, sales tax will be assessed based on the NADA fair market value of the vehicle or watercraft.

Vehicle color _____ (List color on line)

For your convenience, the required forms are included with this checklist. The forms are also available at myBMV.com. Mail the completed packet to:

Indiana Bureau of Motor Vehicles
Central Office Title Processing
100 North Senate Avenue, Room N411
Indianapolis, IN 46204

If the BMV determines that sufficient credible evidence exists to substantiate the applicant's claim of ownership, a title will be issued. **If all required documents are not submitted or information is incomplete the entire application will be returned.**

Please include this checklist with your application.



APPLICATION FOR CERTIFICATE OF TITLE FOR A VEHICLE

State Form 205 (R9 / 7-16)

Approved by State Board of Accounts, 2016

INDIANA BUREAU OF MOTOR VEHICLES

*This agency is requesting disclosure of your Social Security Number / Federal Identification Number in accordance with IC 4-1-8-1; disclosure is mandatory, and this record cannot be processed without it.

To be completed by a police officer, BMV official, or BMV certified dealer signee for out-of-state titles. I hereby certify that I personally examined the following vehicle and find the identification number to be as follows.					I swear and affirm that I am authorized to perform this transaction, and I agree to indemnify and hold harmless the Indiana BMV from any and all liability arising from this transaction.						
Vehicle Identification Number 					I swear and affirm that the information that I have entered on this form is correct. I understand that making a false statement on this form may constitute the crime of perjury.						
Year	Make	Model	Type	Date (mm/dd/yyyy)							
Inspector's Printed Name and Title			City								
Inspector's Signature		Badge, Branch, or Dealer Plate Number									
Transaction Number					Branch Number		Invoice Number		BMV Use Only		
Social Security Number / Federal Identification Number *					Name of Applicant					BMV Use Only	
Residence Address (number and street)					City			State		ZIP Code	
Vehicle Identification Number			Vehicle Year	Vehicle Make		Vehicle Model		Vehicle Type	Odometer		
Former Title Number			Purchase Date (mm/dd/yyyy)	Lien (Y/N)	Speed (Y/N)	Dealer Number		BMV Use Only			
Holder of First Lien, Mortgage, or Other Encumbrance / Special Mailing Address					Mailing Address (number and street)						
City			State	ZIP Code		BMV Use Only					
Holder of Second Lien, Mortgage, or Other Encumbrance					Mailing Address (number and street)						
City		State	ZIP Code	License Number		License Year	Forms Used	BMV Use Only			
Gross Retail and Use Tax Affidavit - I/We hereby certify that sales or use tax on this vehicle was paid as indicated below.											
Selling Price		Less Trade-In / Discount		Amount Subject to Tax		Amount of Tax		Dealer	Branch	Exempt	Exemption Code
\$		\$		\$		\$					

INSTRUCTIONS: Use the following instructions to assist with completion of the application.

Sign and date on top right signature line.

Line 1: BMV use only

Line 2: Enter the name(s) and Social Security Number or Federal Identification Number of the owner(s).

Line 3: Enter the residence address of the owner(s).

Line 4: Enter the VIN, Year, Make, Model, Odometer (if applicable), and Vehicle Type (examples include: 2S (2 door sedan), 4S (4 door sedan), CN (convertible), CP (coupe), 2W (2 door wagon), 4W (4 door wagon), VA (van), TK (truck), MC (motorcycle), TR (trailer), SE (semitrailer), TC (semi tractor), RV (recreational vehicle, including motor home and travel trailer), MH (manufactured/mobile home), AT (all-terrain), and LS (low speed)).

Line 5: Enter former title number and purchase date, and indicate if there is a lien by entering Y (yes) or N (no). If a speed title is requested, enter Y (yes) and include an additional \$25 with the application.

Line 6 - 9: Indicate lienholder name(s) and mailing address. If there is no lien, and you wish to have the title mailed to an address other than your current mailing address, enter a special mailing address on lines 6 and 7. Enter dealer license information (if applicable).

Line 10: Not required to be completed. However, appropriate tax form or payment must be included with the title application.



ODOMETER DISCLOSURE STATEMENT

State Form 43230 (R3 / 5-13)
INDIANA BUREAU OF MOTOR VEHICLES

INSTRUCTIONS:

1. In accordance with federal and state law, the seller of a motor vehicle must disclose the current mileage to a purchaser in writing upon transfer of ownership. The disclosure must be signed by the seller, including the printed name. If more than one person is a seller, only one seller is required to sign the written disclosure.
2. The purchaser must sign the disclosure statement, including printed name and address, and return a copy to the seller.
3. Complete this form in its entirety, in blue or black ink.

Federal and State law requires that you state the mileage upon transfer of ownership. Failure to complete or providing a false statement may result in fines, imprisonment, or both.

I, _____ residing at:
Printed name(s) of Seller(s)

_____ certify to the best of my knowledge that
the Address of Seller(s) (number and street, city, state, and ZIP code)

odometer reading is the actual mileage of the vehicle described below unless one of the following statements is checked:

Miles (no tenths)

- ☐ 1. I hereby certify that to the best of my knowledge the odometer reading reflects the amount of mileage in excess of its mechanical limits.
- ☐ 2. I hereby certify that the odometer reading is NOT the actual mileage and should not be relied upon.
WARNING - ODOMETER DISCREPANCY.

Vehicle Make

Vehicle Model

Vehicle Year

Vehicle Body Type

Vehicle Identification Number (VIN)

Transfer Date (month, day, year)

I will not hold the Bureau of Motor Vehicles or the Bureau of Motor Vehicles Commission responsible for any discrepancy shown on the odometer reading. I, the undersigned, swear or affirm that the information entered on this form is correct. I understand that making a false statement may constitute the crime of perjury.

Signature(s) of Seller(s)

Date (month, day, year)

PURCHASER'S INFORMATION

I am aware of and acknowledge the above odometer certification made by the seller(s).

Signature(s) of Purchaser(s)

Date (month, day, year)

Printed Name(s) of Purchaser(s)

Address of Purchaser(s) (number and street)

City

State

ZIP Code

